

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 15 February 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #7
8-14 February 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, Biographic Register, OCR; Chief, Services Division, ORR; and Chief Reports Officer, WE/DDP, were interviewed in conjunction with the study of writing ability.

2. The second of a series of meetings was held with personnel officers to discuss problems of mutual concern.

25X1

3. [] visited the Staff on 13-14 February to consult on A & E problems generally.

25X1

B. Assessment Branch.

25X1

25X1

1. [] Consultant, and [] of Assessment Branch visited [] 8-10 February to participate in the live problems associated with [] the Operations course.

25X1

C. Testing Services Branch.

1. During the past two weeks, in response to a request from Clerical Recruitment Branch, PPD, O/P, the Branch conducted four extra clerical testing sessions in the afternoons of 1 February, 2 February, 7 February, and 8 February to accommodate a group of 95 clerks and clerk-typists being handled under special recruitment and screening procedures. These individuals, having applied for Agency employment as a result of local newspaper advertising and subsequent referral by the U. S. Employment Service, are being processed to fill existing priority recruitment needs of OCR and RI/FI.

D. Training Evaluation Branch.

25X1

1. Chief, Training Evaluation Branch, met with [] and the instructors of the Headquarters Branch, Operations School, to review evaluation problems which are general to all of the courses in that area. It is anticipated that more detailed meetings will be held with the individual

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25X1 instructors and the chief instructors concerned. As a first step, discussions have been held with [] relative to the course in Political Warfare.

25X1 2. [] were at [] during the past week to
25X1 assist [] in processing evaluation material arising out of the
25X1 [] fifth week of the Operations Course.

25X1 3. A meeting was held with [] and
25X1 [] to review the problems which presently exist in the Clerical
Induction Course. Participants in this meeting are now engaged in obtaining
concurrences from the several offices concerned in preparation for disseminating these evaluations through the channels which are now used for all
25X1 other training evaluation reports.

25X1 4. At a meeting held with Mr. [], plans were made for a detailed
25X1 analysis of objective tests used in the Clandestine Activities phase of the
Operations Support Course.

25X1 5. A meeting was held with Messrs. [] to discuss
research relative to the Language Proficiency Testing Program.

25X1 6. [], consultant, visited the Branch on 13-14 February
to work with [] on evaluation material for the Conference Leadership
Course and the Course on World Communism.

25X1 III. PERSONNEL NOTES.

25X1 [] returned to duty after one week of annual leave.

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